**Safeguarding God’s Children – Parish Certification**

Each participant of the online Safeguarding God’s Children certification will need to go over the following topics and questions with their supervisor and fellow teachers and mentors. (Note: A supervisor may be the rector, senior warden, director of religious education, etc. The person may not be related to you, even by marriage.)

*Once you have discussed all the topics, please complete this form and return it to the Diocesan Center.*

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish (Name of Parish and City)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send complete form to

Diocese of Western Michigan (care of Gennie Callard)

535 S. Burdick St., Suite 1

Kalamazoo, MI 49007

Or Fax to

269-381-7067

Or scan and e-mail to

[gcallard@edwm.org](mailto:gcallard@edwm.org)

**Personnel Records:** Please check that you have had the following items completed

* Standard Application
* Criminal records check
* Sexual offender registry check
* References checked (outside the parish and not related to the applicant)
* Notes from a personal interview
* Are they kept in a secured file?

**Ministry within the Parish:** Please check that you have discussed the following items with your supervisor (rector, director of religious education, etc.) and co-workers (co-teachers and mentors)

**Monitoring and Supervision**

* Does each person know who his or her direct supervisor is (the person should not be related, even by marriage)?
  + Does the supervisor check in with the person regularly (at least monthly)?
* How is each program supervised regularly?
  + Does the rector or a member of the vestry know when the program meets, where and what they do?
* How are parents kept aware of what’s going on in the program?
* How do you insure that all areas that children and youth use observable?
  + Do all rooms have windows that are uncovered?
* What is your release program for children?
  + How do you insure that children are picked up by the correct people?
  + What do you do if you need to get a parent during the program?
  + What do you do if a parent doesn’t arrive to pick up a child?

**Team leadership and Adult Supervision of young people**

* What do you do if your co-teacher doesn’t show up?
* What do you do in case of emergency?
  + If someone is injured?
  + If there is a fire in the building?
* Do you have at least two adults (over the age of 18) present at each activity?
* What do you do if an inappropriate or otherwise unwanted visitor comes to your room or event?
* What is your procedure for
  + Changing diapers?
  + Bring children to the rest room?
  + Pulling a child aside to discipline or have a personal conversation?
  + Driving children to events and activities?
* How do the adults agree to communicate with minors in the following ways?
  + E-mail
  + Texting
  + Facebook (and other social network sites)
  + Phone calls
* To whom and when would you report the following instances?
  + Suspected child abuse at home
  + Confirmed child abuse at home (if someone tells you about it)
  + Inappropriate boundaries or behavior among the children
  + Inappropriate boundaries or behavior between a child and an adult in the program
  + Suspected child abuse in the program (or any part of a church program)
  + Confirmed child abuse in the program (or any part of a church program)
  + Inappropriate boundaries or behavior between adults (where one adult is a clergy person or in authority)
  + Inappropriate boundaries or behavior between adults (where both adults are equal authority)
  + Suspected spousal abuse at home
  + Confirmed spousal abuse at home
  + A child or youth exhibiting self-abuse or depression?